

29 January 1954

MEMORANDUM FOR: Chief, D/GG  
Chief, D/GC  
Chief, D/GP  
Chief, D/GL

FROM : Chief, Geographic Research Area

SUBJECT : Project Review and Reporting Procedures

1. The Geographic Area Project Review Committee is hereby dissolved for an experimental period of four months.

2. Effective immediately, the following procedures will be used for review and reporting of projects undertaken by units within the Geographic Area:

a. Division Chiefs are authorized to review and accept projects of a routine nature that are requested of their respective units. Requests for projects of other than routine nature will be cleared with the Chief, Geographic Research before acceptance. (All requests for substantial support received from outside ORR are to be confirmed by memorandum from the requester to the AD/RR.)

b. Each Division will submit a semi-monthly Project Acceptance Memorandum to the Chief, Geographic Research, reporting all new projects accepted during the semi-monthly period. This memorandum, to be submitted in three copies, will indicate project numbers, titles, requesters, due dates, measures of effort required (estimated in terms of man-hours), and responsible Branches and/or analysts. Spaces will be provided for signatures indicated approval of Ch/G and AD/RR. The first such reports will cover the period 7 January - 1 February 1954. Thereafter, they will be prepared as of the 1st and 15th of each month and will be due in OCh/G by close of business on the next working day.

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NO CHANGE IN CLASS. X  
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NEXT REVIEW DATE: 1-11-79  
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c. After approval, the three signed copies of these Project Acceptance Memoranda will be distributed as follows: one to the originating Division, one to St/PC, and one for retention in OCh/G.

3. It is not intended that this instruction shall alter existing intra-Division review procedures or mechanisms. For example, it is felt that the preparation of Project Proposal Memoranda by responsible Branches or analysts within a Division should be continued, to assist the Division Chief in his review responsibility.

4. Periodic reports on status of projects underway in each Division will still be required, as in the past. These reports should be submitted to Ch/G monthly, concurrent with the monthly report, and a copy should be supplied to St/PC.

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Distribution:

- 1 - Each Addressee
- 1 - St/PC
- 2 - AD/RR
- 1 - IG, [REDACTED]
- 1 - OCh/G

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